

CJA 20 EXCEL SPREADSHEET SETUP AND INSTRUCTION GUIDE

DOWNLOAD CJA 20 Excel Spreadsheet: <http://iasd.uscourts.gov> **E-MAIL** vouchers
to: IASD_CJAVouchers@iasd.uscourts.gov

or

Mail to: US District Court for Southern Iowa
123 East Walnut., Ste. 300
Des Moines, IA 50309

Questions?

Call or e-mail: CJA Team at (515) 284-6210
IASD_CJAVouchers@iasd.uscourts.gov

US District Court for the SDIA Website:

<http://iasd.uscourt.gov>

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TABLE OF CONTENTS

1.	CJA 20 Excel Spreadsheet Setup	2
2.	Instruction Guide for Understanding the CJA Excel Worksheet Tabs	7
	A. Completion of the Services Worksheet	10
	B. Completion of the Expenses Worksheet	12
	C. Locked Cells	13
	D. The Summary Worksheet	14
	E. Completion of the Voucher Tab	15
	F. Sort by Date Button	15
	G. Printing and/or Converting the Voucher and Worksheets to PDF	16
	a. Adjusting Your Voucher Size	17
3.	Addendum - Excel 2007 Known Issue	19
4.	No Adobe Acrobat? <u>Not</u> Using Excel 2007?	22
5.	FAQ's	24
6.	Excel Shortcut Keys	30

CJA 20 EXCEL SPREADSHEET SETUP

General Information

The Court's automated CJA voucher spreadsheet uses Microsoft Excel for the purpose of calculating and summarizing hours, rates, and other CJA costs. Please download and save this file to use in tracking and computing your CJA related fees and expenses. The spreadsheet is designed to automatically calculate dollar amounts for the hours spent for In-Court and Out-of-Court time, and to add expense entries into the proper categories. In addition, the entered data will automatically upload to the CJA-20 voucher form.

★★★IMPORTANT★★★
Adjust Your Computer Settings

Please read the following very carefully. These instructions will provide step-by-step directions to ensure settings are correct on the PC being used for the voucher preparation.

The CJA 20 Hourly Spreadsheet has an embedded macro that assists with print settings (prevents the printing of empty lines and ensures that any line that has data will be included in the printed document). The following screen prints will display the steps necessary to enable the included Print Setup macro. If you are a MAC user, the **Print/PDF Setup** button and **Sort by Date** button macros do not apply, but please go through the follow steps to enable checkbox buttons on the **Voucher tab**.

1. When opening the CJA 20 Hourly Spreadsheet for the first time, you might see a box that looks like **Figure 1**. This means that the security settings in Excel are set to **High** (Click on **OK**). They must be set to **Medium**.



Figure 1

Below in **Figure 2** is the same box, except the help area is not showing. If the **Show Help** button is clicked, it will expand to look like **Figure 1**.



Figure 2

If you did not see the previous box, you might see one like **Figure 3**. This means that the security settings in Excel are set to **Very High**. In either case, they must be set to **medium** (click on **OK**). If you do not get either of these messages, please skip to step #6 for another message option.



Figure 3

Please click on **Tools>Macro>Security ...**

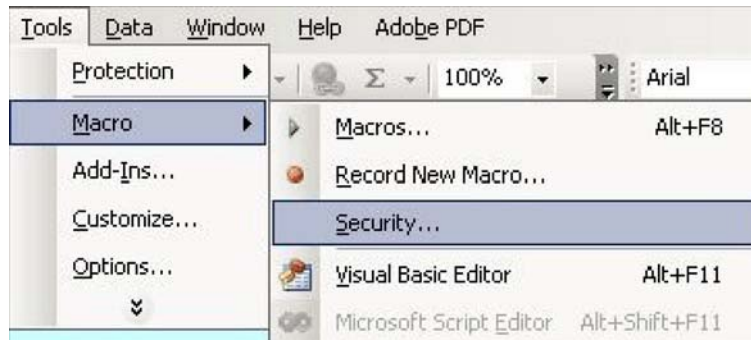


Figure 4

3. As the dialog box screen print illustrates (**Figure 5**), please click on **Medium**. Click on **OK**.

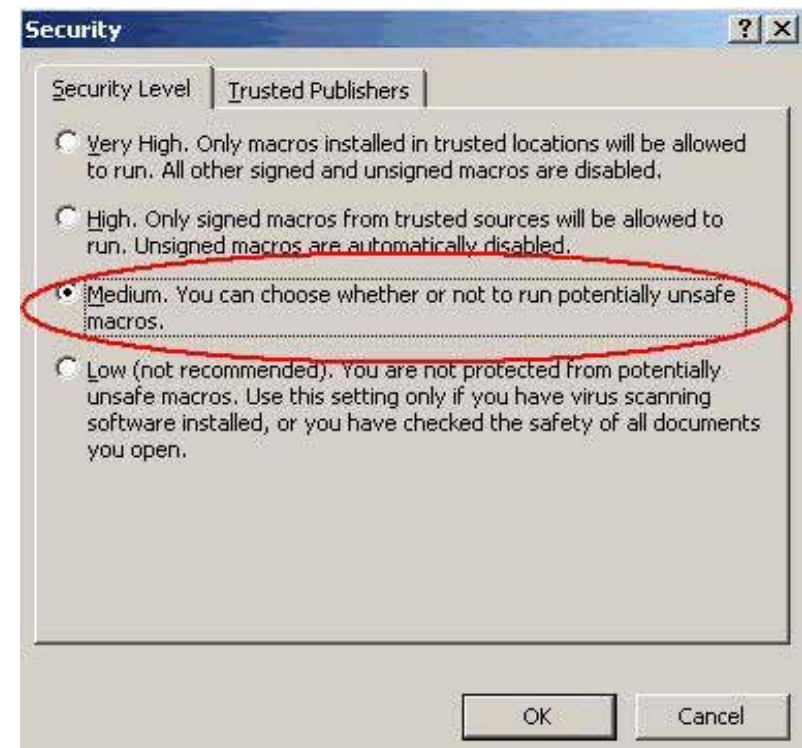


Figure 5

4. Please close the CJA 20 Hourly Spreadsheet (if you are prompted to save changes, please click on **No** and then close Excel).
5. Reopen Excel and then open the CJA 20 Hourly Spreadsheet.
6. Upon opening, a dialog box will display (**Figure 6**). Click on **Enable Macros**.

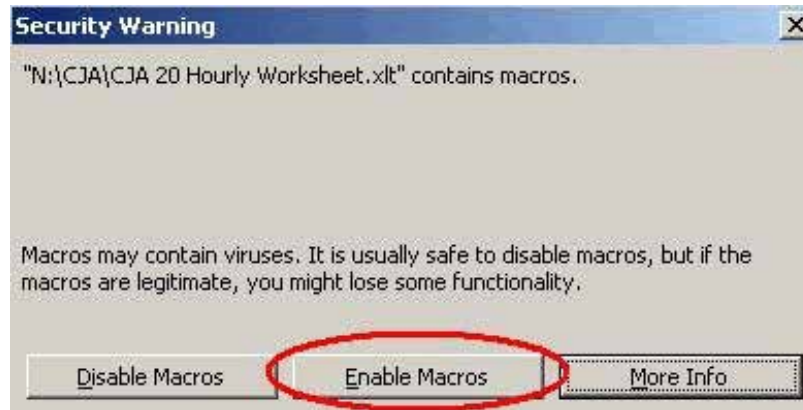


Figure 6

NOTE: Changing the setting will **not** compromise the security of your PC. It is only causing the PC to give the choice to YOU whether or not to open a file that has macros. From now on, if an Excel spreadsheet file is opened that has a macro incorporate into the file, you will get this prompt and if you do not trust the source of the file, it is important to choose **Disable Macros**.

FYI: If you are having trouble checking the checkboxes on the CJA 20 **Voucher** tab in the spreadsheet, then you have neglected to click on **Enable Macros** when launching the spreadsheet. Close the spreadsheet and re-open to get the message again. If you do not get this message, go back to step 2. If you have **Excel 2007**, scroll down to the **Addendum** (page 19).

Once the **Enable Macros** button is clicked, the file will open to the Services tab.

INSTRUCTION GUIDE

UNDERSTANDING THE CJA 20 EXCEL WORKSHEET TABS

Understanding the CJA 20 Excel Worksheet Tabs

The CJA 20 Excel spreadsheet is made up for four worksheets: **Services**, **Expenses**, **Summary**, and **Voucher** as depicted by the tabs at the bottom left of the page.

These worksheets are date driven and will automatically calculate rate changes within the dates entered.

★It is very important to pay close attention to the dates entered in order to insure accurate calculations for billing!!★

- The first tab in the spreadsheet is the **VOUCHER** worksheet tab. This worksheet will display uploaded data entered on the **Services** and **Expenses** worksheets.
- When the spreadsheet is first opened in Excel, the **SERVICES** worksheet tab is displayed. Use this worksheet to record billable hours for **In Court** and **Out of Court** activity.
- Next to the **Services** tab is the **EXPENSES** worksheet tab. Use this worksheet to record other costs such as mileage, travel, copying costs, facsimile costs, etc.
- Next to the **Expenses** tab is the **SUMMARY** worksheet tab. This worksheet will automatically summarize costs of items entered on the **Services** and **Expenses** worksheets.

Completing the CJA 20 Hourly Spreadsheet

REMINDER: Hourly rates are determined by the **DATE** entered, so **PLEASE** check your work!!

NOTE: The top header of the **Services** tab (**Figure 7**) has the following mandatory fields. Once these fields are completed on the **Services** tab, the data will simultaneously populate to all the other tabs.

Attorney:	
Defendant:	
Material Witness:	
Case No:	
Judge:	
Bill Dates	From:
	To:

Figure 7

Complete all appropriate fields as indicated below.

Remember that “In and Out of Court” time is recorded in tenths of an hour (6 minutes = .10).

A. Completion of the **Services** Worksheet

1. Enter the header information. This information will automatically populate to the **Expenses, Summary, and Voucher** worksheets.

Attorney	- Enter attorney’s name
Defendant	- Enter the Defendant’s name as it appears on the docket
Material Witness	- (If applicable) Enter the material witness’s name as it appears on the docket
Case No.	- Enter the criminal, magistrate or other case number assigned
Judge	- Enter the Judge’s name
Bill Dates	- Enter the “from/to” date range of the billing - it is MANDATORY that <u>BOTH</u> of these fields are filled in before entering any services or expenses. If left blank, a reminder message will direct the cursor back to the date fields.

2. Enter the line by line data for “In and Out of Court” activity. Enter the date (MM/YY), description of the entry, document number reflected on the docket in ECF (if applicable), number of pages for disclosure reviewed or motions filed, and time worked in the appropriate columns 15a. Through 16e., as applicable (**Figure 8**). (**Remember that billable hours are claimed in tenths of hour; 6 min. = .10**). The hourly rate will automatically be applied to the time charged. The following columns correspond to the lines on the CJA-20 voucher.

In Court

- 15a - Arraignment and/or Plea Hrg
- 15b - Bail & Detention Hrg
- 15c - Motion Hrg
- 15d - Trial
- 15e - Sentence Hrg
- 15f - Revocation Hrg
- 15g - Appeals Court Hrg
- 15h - Other

Out of Court

- 16a - Interviews/conferences
- 16b - Obtaining/reviewing records
- 16c - Legal research & Brief Writing
- 16d - Travel time
- 16e - Investigative and other work

Sort by Date		Printing / PDF Setup		CJA 20 Worksheet - Attorney Time														
Attorney:																		
Defendant:																		
Material Witness:																		
Case No:																		
Judge:																		
Bill Dates	From:																	
	To:																	
REMEMBER: Hourly rates are determined by the DATE entered, so PLEASE check your work!																		
Date	Services Description	Doc Number (ECF)	Pages		15 a Arraignment/Plea	15 b Bail/Detention	15 c Motions	15 d Trial	15 e Sentencing	15 f Revocation	15 g Appeals Court	15 h Other		16 a Interviews	16 b Records	16 c Research/Writing	16 d Travel Time	16 e Investigative/Other
5/1/06	Conference with defendant													0.5				
5/1/06	Arraignment				0.5													

Figure 8

B. Completion of the **Expenses** Worksheet

1. Enter the line by line data for “Travel Expenses” and “Other Expenses” activity (**Figure 9**). Mileage entered will automatically be calculated by the rate in effect **as of the date** of that entry. Dollar amounts claimed for expenses, other than mileage, must be manually entered in the appropriate columns. Include a detailed description for all other expenses claimed. (For example, when entering the expense claim for photocopies; the description might read as: “40 copies @ .20 each”, then manually enter \$8.00 in the “Photocopies” column.)

BOX 17 Travel Expenses

Date

Expense Description (i.e., mileage to CCA, or parking)

Travel Miles (enter # of miles only)

Travel Misc. (parking)

BOX 18 - Other Expenses

Facsimile

Long Distance Charges

Photocopies

Postage

Other Expenses

CJA 20 Worksheet - Expenses									
Attorney:	<u>Joe Attorney</u>								
Defendant:	<u>Jane Defendant</u>								
Material Witness:	<u></u>								
Case No:	<u>CR 07-1234-001</u>								
Judge:	<u>JMR</u>								
Bill Dates	From <u>5/1/05</u> To: <u>7/29/07</u>								
REMEMBER: Hourly rates are determined by the DATE entered, so PLEASE check your work!									
	Date	Expenses Description	17 Travel Miles	17 Travel Misc.	18 - Facsimile	18 - Long Distance Charges	18 - Photocopies	18 - Postage	18 Other Expenses
	5/1/06	rt trvl to court	20						
	7/29/07	rt trvl to court	20						
	7/29/07	3 copies @ .20 each					\$0.60		

Figure 9

C. Locked Cells

1. As information is entered on the **Services** and **Expenses** tabs, the data will transfer to the **Summary** tab and the **Voucher** tab. Those fields on the **Voucher** tab that have been populated by the **Services** or the **Expenses** tab will be locked to prevent any modifications. If adjustments are needed to those locked fields, the adjustments must be made to either the **Services** or the **Expenses** tab. If an attempt is made to edit a field that is locked on any of the tabs, the following message will be displayed on the screen (**Figure 10**):



Figure 10

Click on **OK** and continue working.

D. The **Summary** Worksheet (complete automatically as information is entered on the **Services** and **Expenses** tabs)

This sheet presents the calculated totals based on hours and miles/expenses entered in the **Services** and **Expenses** worksheets (**Figure 11**).

CJA 20 - Voucher Summary				
Attorney: _____ Defendant: _____ Material Witness: _____ Case No: _____ Judge: _____ Bill Dates _____ To: _____				
Categories	1/1/2008 - Current (\$100/hour)	5/20/2007 - 12/31/07 (\$94/hour)	1/1/2006 - 5/19/07 (\$92/hour)	5/1/2002 - 12/31/2005 (\$90/hour)
	Hours Claimed	Hours Claimed	Hours Claimed	Hours Claimed
15a - Arraignment/Plea	0.0	0.0	0.0	0.0
15b - Bail/Detention	0.0	0.0	0.0	0.0
15c - Motions	0.0	0.0	0.0	0.0
15d - Trial	0.0	0.0	0.0	0.0
15e - Sentencing	0.0	0.0	0.0	0.0
15f - Revocation	0.0	0.0	0.0	0.0
15g - Appeals Court	0.0	0.0	0.0	0.0
15h - Other	0.0	0.0	0.0	0.0
Total 15a - 15h (Hours)	0.0	0.0	0.0	0.0
Total In-Court x Rate Per Hour	\$0.00	\$0.00	\$0.00	\$0.00
16a - Interviews	0.0	0.0	0.0	0.0
16b - Records	0.0	0.0	0.0	0.0
16c - Research/Writing	0.0	0.0	0.0	0.0
16d - Travel Time	0.0	0.0	0.0	0.0

17. Travel Miles	2/1/2007 - Current (.485 per mile)	1/1/2006 - 1/31/2007 (.445 per mile)	9/1/2005 - 12/31/2005 (.485 per mile)	2/4/2005 - 8/31/2005 (.405 per mile)
	Miles Claimed	Miles Claimed	Miles Claimed	Miles Claimed
Total Miles Driven	20	20	0	0
Total Miles x Rate Per Mile	\$9.70	\$8.90	\$0.00	\$0.00
17. Travel Misc.	\$0.00			
17. Total Travel Expenses	\$18.60			
18. Facsimile	\$0.00			
18. Long Distance Charges	\$0.00			
18. Photo Copies	\$0.60			
18. Postage	\$0.00			
18. Other Expenses	\$0.00			
18. Total	\$0.60			
Grand Total Of CJA Voucher	\$111.20			

Figure 11

E. Completion of the Voucher Tab.

Data entered on the Services and Expenses tabs will carry over to the CJA 20 Voucher tab. However, this form requires certain additional information to be entered prior to submission for payment, specifically boxes 1, 3, 8 through 12, 21, 22. Boxes 6 and 7 must be completed if applicable.

FYI: If you are having trouble checking the checkboxes on the CJA **Voucher** tab in the spreadsheet, then you have neglected to click on **Enable Macros** when launching the spreadsheet. Close the spreadsheet and re-open to get the message again. If you do not get this message, go back to step 2. If you have **Excel 2007**, scroll down to the **Addendum** (page 19). **Please enter and review all information on this form prior to converting to .pdf and e-filing!**

F. Sort by Date button (Not included on MAC spreadsheet)

Once all the necessary entries have been input on the **Services** and the **Expenses** tabs and all information has been checked for accuracy or even before, you can sort all your entries by date. In the area of cell A1 (on the spreadsheet, **NOT** the toolbar) there is a gray **Sort by Date** button that looks like this (**Figure 12**):



Sort by Date

Figure 12

This button is programmed to sort all entries by date in ascending order simultaneously on both the **Services** and the **Expenses** tabs.

G. Printing and/or Converting the **Voucher** and Worksheets to PDF (Not included on MAC spreadsheet)

Once all the necessary entries have been input on the **Services** and the **Expenses** tab and all information has been checked for accuracy, the voucher is ready to print. In the area of cell B1 (on the spreadsheet, NOT the toolbar) there is a gray **Print/PDF Setup** button that looks like this (**Figure 13**):



Figure 13

This button is programmed to set all the print settings for the entire workbook. Please click on this and the screen will flash as it switches from sheet to sheet to make the print setting adjustments. Once it is finished, the Print dialog box will appear (**Figure 14**).

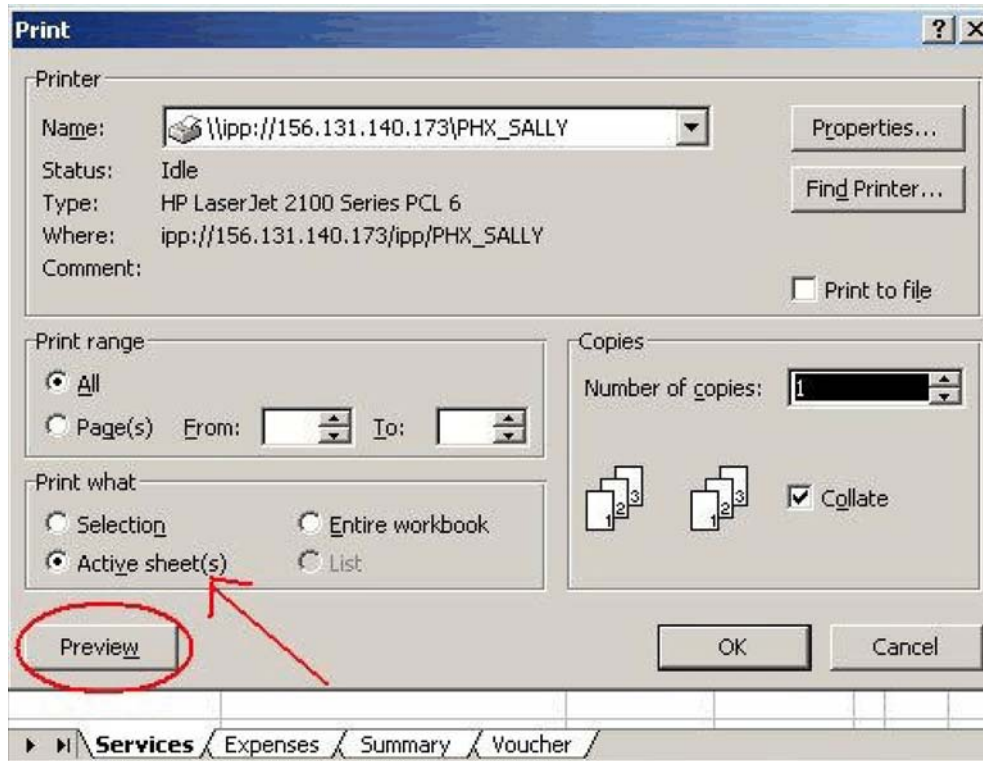


Figure 14

***** IMPORTANT!!!**
YOU MUST ADJUST YOUR VOUCHER SIZE:
(This will only adjust your voucher size - not the worksheets)

- Once you Hit “Printing/PDF Setup”
- Go to “Preview” (on bottom left)
- Go to:
 - Setup
 - Page
 - Scaling
- Adjust from 89 to 74
- Hit “Ok”

Notice that **Active Sheet(s)** is selected under the *Print What* section of the displayed Print dialog box. The macro has selected to print all the tabs. This allows all pages to print at once and all the settings will apply to each sheet in the workbook.

To print a hard copy for attorney records, please choose the appropriate printer and then click **Preview**.

CJA 20 Worksheet - Attorney Time

Attorney: Joe Attorney
 Defendant: Jane Defendant
 Material Attorney:
 Case No: CR 07-1234-001
 Judge: JMR
 Bill Date: From: 5/1/05 To: 7/25/07

REMEMBER: Hourly rates are determined by the DATE entered, so PLEASE check your work!

Date	Service Description	Doc Number (ECF)	Page	15 a Arraignments/Pre	15 b Bail/Detention	15 c Motions	15 d Trial	15 e Sentencing	15 f Revocation	15 g Appeals Court	15 h Other	16 a Interview	16 b Records	16 c Research/Writing	16 d Travel Time	16 e Investigative/Other
5/1/05	Court appearance with defendant			0.5												
5/1/05	Argument															

Figure 15

Note: Only lines that have data entered on the **Services** and **Expenses** tab will be displayed (**Figure 15**).

There should be one page for the **Summary** and one page for the **CJA 20 Voucher** (possibly another voucher page for older pay rates).

Click on the **Print** button (circled in red) at the top of the preview area and the file will print with the designated settings.

After the **Addendum** page(s) are samples of each printed sheet.

ADDENDUM

EXCEL 2007 KNOWN ISSUE

There is a known PDF issue using Microsoft Excel 2007. Microsoft is aware of the issue and have published an add-in that may be [downloaded](#) from Microsoft's website.

Once you have downloaded the add-in, go back into Microsoft Excel 2007 and open the CJA-20 Hourly Spreadsheet.

Click on the **Print/PDF setup** button to set the formatting (the **Print/PDF Setup** button does not apply to MAC users), wait for the *Print* window to display and then click on **Cancel**.

Click on the Office button and go down to **Save As ...** (DO NOT CLICK). Save AS options will display on the right panel, click on the **PDF OR XPS** option.

Next, a *Publish as PDF or XPS* window will display with the spreadsheet already named. Click the *Save in* down arrow to store the PDF file in the desired directory.

Below, the *Save as Type* box, there will be a checkbox labeled **Open file after publishing** (this enables the file to launch once it is saved for you to see it). Please make sure that box is checked (only needs to be checked once and then will stay checked).

Next, click on the **Options** button. Under the Publish what section, click **Entire Workbook** (this needs to be done every time). Click **OK**.

Click **Publish**. The PDF file will automatically launch for viewing.

If when the **Print/PDF Setup** button is clicked, an error displays that indicates the macro is disabled, click on the Office button that looks like this: On the bottom right side of the screen that displays, click on the **Excel Options** button. The *Excel Options* window displays.

On the left panel, click on **Trust Center**. Then on the right, click on the **Trust Center Settings** button. The *Trust Center* window displays.

On the left panel, click on **Macro Settings**. Then on the right, under Macro Settings section, click on **Enable all macros**. This option must only be set once and will remain until it is changed.

SAVING IN EXCEL 2007

Microsoft Excel 2007 introduced new file formats. Because the CJA 20 spreadsheet has macro buttons on the Services tab (Sort by Date and Printing/PDF Setup), it is necessary to save the file as a macro enabled worksheet (XLSM).

When ready to save the CJA 20 spreadsheet, if an attempt is made to save as another format, you will see this warning (**Figure 16**).

Click **No**.

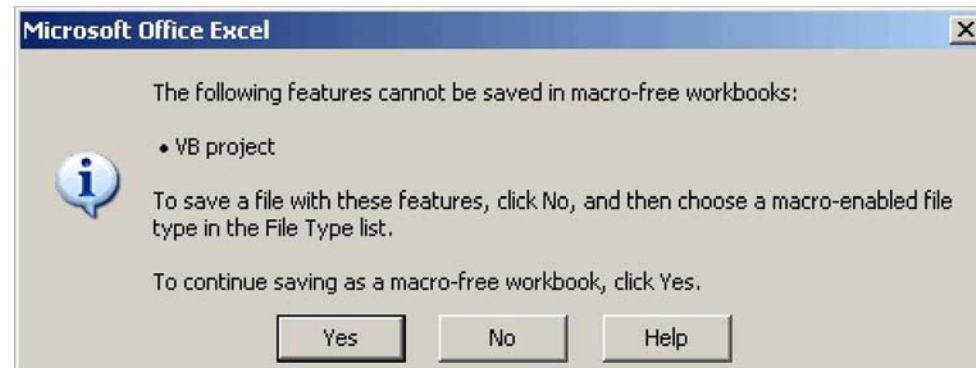


Figure 16

After clicking **No**, a new **Save As** dialog box will appear to allow saving the spreadsheet as an **Excel Macro-Enabled Workbook (*.xlsm)** (Figure 17).

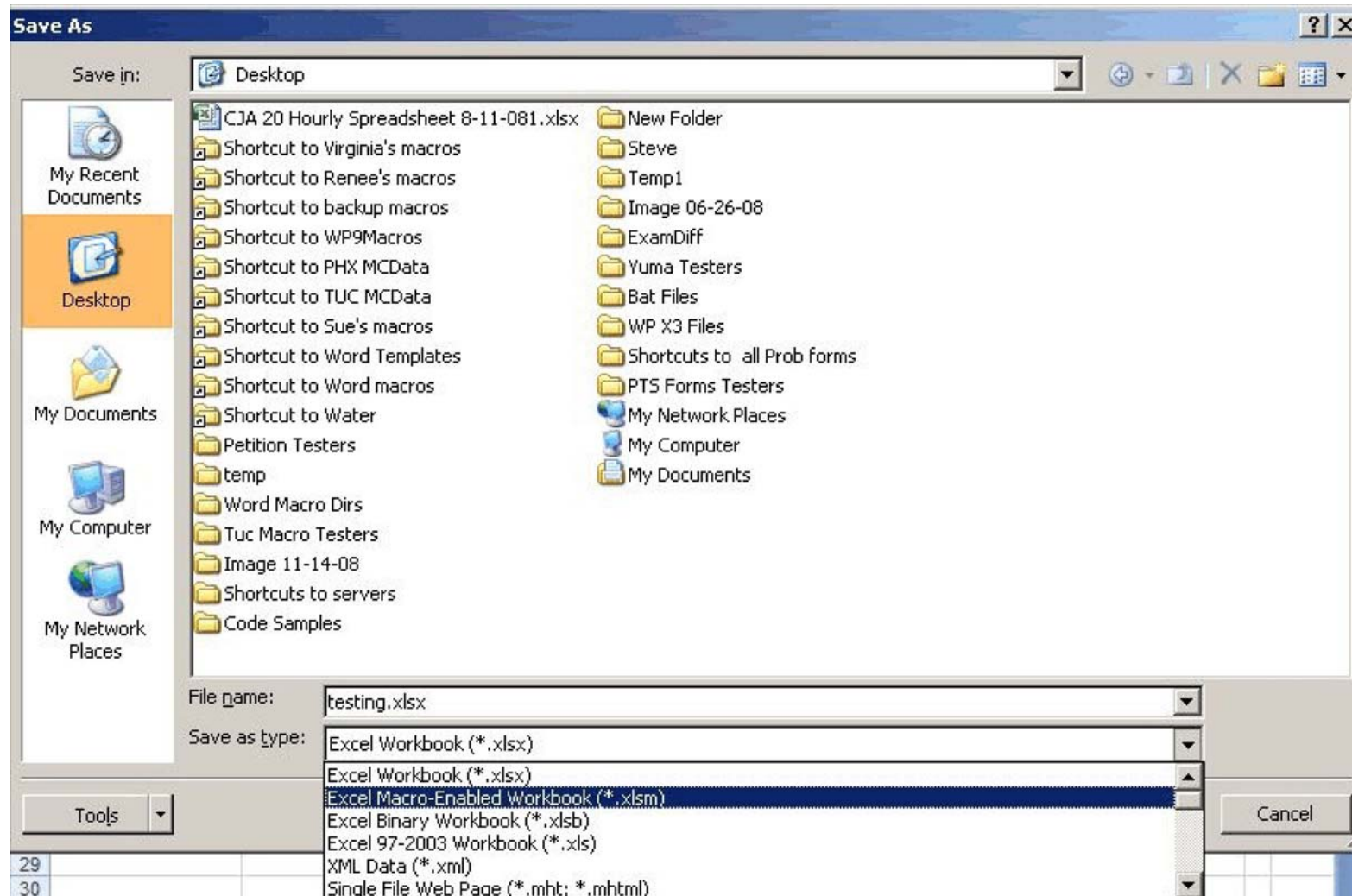


Figure 17

NO ADOBE ACROBAT? NOT USING EXCEL 2007?

If you only have Adobe Reader and do not have Adobe Acrobat installed, you will not have the option to create a PDF file *until you either purchase and install Adobe Acrobat or download a shareware PDF writer* from the internet.

The benefit to purchasing and using Adobe Acrobat software is the ability to manipulate the PDF file. Acrobat allows you to open the file and rotate, delete, re-order or add additional pages to the existing PDF.

However, they are shareware options available, like www.cutepdf.com, that will simply create a PDF file from the Excel spreadsheet and will allow the file to be viewed through Adobe Reader.

For this option,

- Click on the CutePDF hyperlink above.
- Once at the CutePDF website, install the CutePDF Writer (Freeware).
- Click **Free Download** and the *File Download - Security Warning* window will display.
- Please click on **Run** (NOT SAVE).
- Next, the *Internet Explorer - Security Warning* window will display, please click on **Run**.
- *Setup - Cute PDF Writer* window displays, beginning the setup, click on **Next**.
- Click **I accept the agreement** on the *Setup - Cute PDF Writer* window, then click **Next**.
- Click **Install**.
- When it is complete, you will get a *CutePDF Writer Setup* window prompting the install file. You can close that window and the Internet Explorer window.
- The download is complete.

- Launch Microsoft Excel and open the CJA 20 Hourly Spreadsheet.
- Click on the **Printing/PDF Setup** button to set the print formatting (the **Print/PDF Setup** button does not apply to MAC users).
- When the *Print* window displays, under the Printer section, instead of selecting a printer, click on the down arrow and choose the new option CUTEPDF writer.
- Click **OK**.
- A *Save As* window will display with the PDF named the same as the CJA 20 Hourly Spreadsheet.
- Click the *Save in* down arrow to store the PDF file in the desired directory.
- Click on **Save**.

The PDF file should be viewed/opened using Adobe Reader.

FREQUENTLY ASKED QUESTIONS FOR THE CJA-20 EXCEL SPREADSHEET AND WORKSHEET

It is recommend to download the CJA-20 Excel Spreadsheet Setup and Instruction Guide from the **Federal Public Defender website:**

<http://ias.fd.org>

1. **Q:** *Is a specific Excel program needed to use the CJA 20 Excel Spreadsheet?*

A: The Excel spreadsheet is compatible with many versions of Microsoft Excel. It is recommended that you use a version that is newer than version 5. The Open Office free software (www.openoffice.com) provided by Sun Systems will work with the spreadsheet, but might have some errors within the macros.

2. **Q:** *When attempting to open the document, I receive a message that my security settings are too high. Why?*

A: Please download the CJA 20 Hourly Spreadsheet Setup and Instruction Guide and follow the steps for changing your security settings.

The instructions will provide step-by-step directions to ensure settings are correct on the PC being used for voucher preparation.

The CJA-20 Hourly Spreadsheet has embedded macros that assist with print settings (i.e., it prevents the printing of empty lines and ensures that any line that has data will be included in the printed document) and sorting entries by date.

(Note: **Macros do not apply to MAC users**, but security settings should be set to accept them, to enable the checkboxes on the **Voucher** tab).

3. **Q:** *Entries were added at the bottom of the worksheet and are out of sequence. Can I sort the worksheet so that all the entries are in date order?*

A: Yes. Data sorting is possible and recommended with the CJA 20 Hourly Spreadsheet. There is a gray button ON the spreadsheet around cell A1 that reads **Sort by Date**. When this button is clicked, both the Services and Expenses entries will be sorted by date in ascending order.

(Note: The **Sort by Date** button does *not* apply to MAC users).

4. Q: *Time entered on the Services tab is not calculating properly on the Summary sheet. Why?*

A: Because this is a **DATE** driven spreadsheet, entries for time spent on tasks must be input on the same line as the date. This problem commonly occurs when several lines are used to describe work performed. The date ends up on the first line and the time claimed ends up on the last line. Excel formulates dollar amounts based on the rate in effect on the date entered. Please check your work, and be sure the dates and times claimed are accurate and that every line has a date.

5. Q: *Can rows be deleted from either the Services or the Expenses worksheets?*

A: No. Deleting rows is a locked function. Information can be removed only by highlighting and clearing the contents of cells in a particular row to get rid of the information or it can be pasted into another range of cells within the worksheet. However, if you inserted an empty row by mistake and would like to delete it, you can UNDO the action as an option of deleting the inserted row.

6. Q: *Is text wrap set for every field?*

A: No. Text wrapping is set **only** for the description field on both the **Services** and the **Expenses** worksheets.

7. Q: *Why is Spelling grayed out (under the Tools menu) when I try to spell check my work?*

A: In order to protect the worksheet formulas, it was necessary to lock the CJA 20 Hourly Spreadsheet. Therefore, spell check is no longer an available option.

8. Q: *Since the worksheets are automated, is it still necessary to submit a CJA-20 voucher?*

A: Yes. All worksheets must accompany a completed CJA-20 voucher. The CJA 20 Hourly Spreadsheet has an included tab that is the ACTUAL CJA-20 voucher form and the information entered on the **Services**, **Expenses** and **VoucherRet2** tabs automatically transfers to the CJA-20 **Voucher** tab. The second tab (**VoucherRet2**) is used only for the older pay rates. The **Print / PDF Setup** macro then prepares each worksheet for print preview and printing

(Note: The **Print / PDF Setup** button does *not* apply to MAC users).

9. Q: *I am trying to check the boxes on the voucher, but no matter how I click, I can't get a checkmark? What am I doing wrong?*

A: Most likely, you have neglected to click on **Enable Macros** when launching the spreadsheet.

Close the spreadsheet and re-open to get the message again and choose **Enable Macros**. If you do not get this message, refer to the CJA-20 Hourly Spreadsheet Setup and Instruction Guide. If you have **Excel 2007**, refer to the CJA-20 Hourly Spreadsheet Setup and Instruction Guide, **Addendum** (page 13).

10. Q: *I am trying to change a cell on the voucher tab, but when I try to type in the field, I get an error that says that the cell or chart that I am trying to change is protected and therefore, read-only. I am the one that entered the information and now I can't change it. What am I doing wrong?*

A: Verify that the information that you are attempting to change is information that was entered on the top of the Services tab. That heading information links and fills in on the fields of the voucher tab. If changes need to be made to that information, it **MUST** be made on the Services tab and will automatically update the fields of the voucher tab.

11. Q: *How do I know if I am using the most current version of the spreadsheets?*

A: We encourage Panel Attorneys and staff to periodically visit the FPD website and retrieve the most current version of the automated spreadsheet. New versions are posted and named with the current date of their posting. The version date is also found in the spreadsheet on the footer of the **Services** and **Expenses** tabs.

*If you find there is a newer version posted on the FPD website **and** you have already posted your entries on the older version:*

Download the newer version and cut the attorney time and expenses out of the older version and paste it into the newer version.

12. Q: *When I create a PDF from Excel 2007, why are there pages in the PDF file that are blank?*

A: There is a known PDF issue using Microsoft Excel 2007. Microsoft is aware of the issue and has published an add-in that may be [downloaded](#) from Microsoft's website.

Once you have downloaded the add-in, go back into Microsoft Excel 2007 and open the CJA-20 Hourly Spreadsheet.

Click on the **Print/PDF setup** button to set the formatting (the **Print / PDF Setup** button does not apply to MAC users), wait for the *Print* window to display and then click on **Cancel**.

Click on the Office button and go down to **Save As...** (DO NOT CLICK). Save As options will display on the right panel, click on the **PDF or XPS** option.

Next, a *Publish as PDF or XPS* window will display with the spreadsheet already named. Click the *Save in* down arrow to store the PDF file in the desired directory.

Below the *Save as Type* box, there will be a checkbox labeled **Open file after publishing** (this enables the file to launch once it is saved for you to see it). Please make sure that box is checked (only needs to be checked once and then will stay checked).

Next, click on the **Options** button. Under the *Publish what* section, click **Entire Workbook** (this needs to be done every time). Click **OK**. Click **Publish**. The PDF file will automatically launch for viewing.

13. **Q:** *What do I do when I get an error when trying to run the macros in Excel 2007? The error says, "Cannot run the macro 'PrintSetup'. The macro may not be available in this workbook or the macro may be disabled". I have already changed my security settings to enable all macros and it still does not work.*

A: Excel 2007 introduced new file formats. When macros are present in an Excel 2007 workbook, it must be saved as a **Macro-Enabled Workbook (XLSM)**. If an attempt is made to save a workbook with macros with an XLS file format, a warning message will appear to indicate that by saving with such a format, it will become a macro-free workbook and the macros will no longer work from that point on, in that particular spreadsheet. See the last page of the **Setup and Instruction Guide** for step-by-step saving instructions. Once a spreadsheet has the issue described above, the only solution is to copy and paste all data into a new version of the spreadsheet and then save as a macro-enabled workbook.

14. **Q:** *I have always published to PDF using WordPerfect (File>PDF)? How do I create a PDF in Excel? I do NOT have Excel 2007 (if Excel 2007, see above Q & A).*

A: If you only have Adobe Reader and do not have Adobe Acrobat installed, you will not have the option to create a PDF file until you either purchase and install Adobe Acrobat or download a shareware PDF writer from the internet. The benefit to purchasing and using Adobe Acrobat software is the ability to manipulate the PDF file. Acrobat allows you to open the file and rotate, delete, re-order or add additional pages to the existing PDF.

However, there are shareware options available, like www.cutepdf.com, that will simply create a PDF file from the Excel spreadsheet and will allow the file to be viewed through Adobe Reader.

For this option:

Click on the CutePDF hyperlink above. Once at the CutePDF website, install the CutePDF Writer (Freeware).

Click **Free Download** and the *File Download - Security Warning* window will display. Please click on **Run** (NOT SAVE).

Next, the *Internet Explorer - Security Warning* window will display, please click on **Run**.

Setup - CutePDF Writer window displays, beginning the setup, click on **Next**.

Click **I accept the agreement** on the *Setup - CutePDF Writer* window, then click **Next**.

Click **Install**. When it is complete, you will get a *CutePDF Writer Setup* window prompting the install of a PS2PDF converter.

Click **Yes** to allow the setup program to download and install this free converter. Once that is complete the setup will launch a Readme file. You can close that window and the Internet Explorer window. The download is complete.

Launch Microsoft Excel and open the CJA 20 Hourly Spreadsheet.

Click on the **Printing / PDF Setup** button to set the print formatting (the **Print / PDF Setup** button does not apply to MAC users).

When the *Print* window displays, under the Printer section, instead of selecting a printer, click on the down arrow and choose the new option CutePDF writer. Click **OK**.

A *Save As* window will display with the PDF named the same as the CJA 20 Hourly Spreadsheet.

Click the *Save in* down arrow to store the PDF file in the desired directory. Click on **Save**.

The PDF file should be viewed/opened using Adobe Reader.

15. **Q:** *I have a commercially procured program that calculates time. Can I still use my program to file my vouchers?*

A: This voucher and worksheet are strictly **optional**, but we encourage our panel attorney's to use it or something similar to limit errors and to speed up processing.

16. **Q:** *Do I submit the voucher via U.S. mail or can I e-file it using ECF?*

A: Since this is in the test stage, as of May 13, 2010, we are allowing only Southern District vouchers to be e-mailed at this time. Please e-mail your Southern District vouchers and attachments to the designated mailbox that is strictly for vouchers and their attachments only. That e-mail address is: IASD_CJAVouchers@iasd.uscourts.gov.

17. **Q:** *What do I do if I discover a problem with a spreadsheet that the FAQ's have not addressed and the Setup and Instruction Guide has not described?*

A: Please call the CJA Team at 515-284-6210.

EXCEL SHORTCUT KEYS

SHORTCUT KEYS	DESCRIPTION
Arrow keys	Move active cell one cell up, down, left, or right
Ctrl + Scroll	Dynamic Zoom
Ctrl + ;	Enter the current date
Ctrl + Shift + ;	Enter the current time
Ctrl + ~	Toggle between normal and formula view
Ctrl + 1	Open Format - Cells dialog box
Ctrl + 5	Strikethrough highlighted selection
Ctrl + A	Select all contents of the worksheet
Ctrl + Arrow key	Move to next section of text
Ctrl + Shift + Arrow	Select to end of next section
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected item
Ctrl + End	Goes to end active range
Ctrl + F10	Maximize currently selected window
Ctrl + F6	Switch between open workbooks/windows
Ctrl + F9	Minimize current window
Ctrl + Home	Goes to A1
Ctrl + I	Italic highlighted selection

Ctrl + K	Insert link
Ctrl + P	Bring up the print dialog box to begin printing
Ctrl + Page down	Move between Excel worksheets in the same Excel document
Ctrl + Page up	Move between Excel worksheets in the same Excel document
Ctrl + Shift + !	Format number in comma format
Ctrl + Shift + #	Format number in date format
Ctrl + Shift + \$	Format number in currency format
Ctrl + Shift + %	Format number in percentage format
Ctrl + Shift + @	Format number in time format
Ctrl + Shift + ^	Format number in scientific format
Ctrl + Space	Select entire <u>column</u>
Ctrl + Tab	Move between two or more open Excel files
Ctrl + U	Underline highlighted selection
Ctrl + V	Paste
Ctrl + X	Cut selected item
Ctrl + Z	Undo last action
Delete	Clears the Contents of active cells (s)
F1	Universal Help in 90% of Windows programs
F2	Edits active cell
F4	Repeats last action, or in a formula adds \$\$ for absolute reference
F7	Spell check

F11	Create Chart
Home	Moves active cell to Column A
Shift + Arrow Keys	Selects range or adds to current range
Shift + F3	Open the Excel formula window
Shift + F5	Bring up search box
Shift + Space	Select entire <u>row</u>

COMMON EXCEL FORMULAS

FORMULA	DESCRIPTION
=today0	Inserts a date that will update automatically
=now0	Inserts time and date that will update automatically
=sum0	Adds cells
=average0	Adds range of cells and divides by number of cells
=max0	Returns the highest value in a range
=min0	Returns the lowest value in a range
=count0	Returns the number of cells in a range that contain numbers
=counta0	Returns the number of nonblank cells in a range